

Arizona Geographic Information Council Bylaws
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
BYLAWS AS ADOPTED
July 20, 2010

Article I. Name

The name of this association shall be the Arizona Geographic Information Council, hereafter referred to as AGIC or Council. AGIC was originally established by Arizona Executive Order No. 89-24, modified by Arizona Executive Order No. 92-17, and by Arizona Executive Order No. 2003-01. In 2009, the introduction of Senate Bill 1318 by Senator Nelson brought AGIC into statute via an act amending Sections 37-171 and 37-173, Arizona revised statutes; amending Title 37, chapter 1.2, Article 1, Arizona Revised Statutes, by adding sections 37-177 and 37-178; relating to geospatial data and geographic information systems and are hereto made a part of these bylaws.

Article II. Purpose

The purpose of AGIC is:

To foster cooperation and standardization of the acquisition, exchange and management of spatially referenced geographic information as it applies to geographic information systems in the State of Arizona. This organization shall abide by the policies and procedures set forth in these bylaws.

Article III. Duties

The duties of AGIC are as follows:

- Sec. 1 Advise the Arizona state cartographer's office on matters related to geospatial data sharing and appropriate strategies to support a geospatial clearinghouse and statewide geographic information system.
- Sec. 2 Facilitate interagency coordination for the purpose of geospatial data sharing and supporting a geospatial clearinghouse, a statewide geographic information system and location-based services that enhance and support federal, state and local government business systems, including emergency preparedness and other disaster mitigation response systems.
- Sec. 3 Collect information on user requirements on matters related to geographic information systems, geospatial data, technologies, products, services, standards, programs and activities and prioritize those requirements to the Arizona state cartographer's office, the United States geological survey and other producers of geospatial data.
- Sec.4 Serve as a forum to facilitate informational exchange between federal, state, tribal, regional and local governments, the private sector and professional associations.
- Sec. 5 Appoint technical committees as necessary.

Article IV. Membership

- Sec.1 The Arizona Geographic Information Council is established in the Arizona State Land Department consisting of the following members who are appointed by the Governor:
 - a. Eighteen members representing state agencies and instrumentalities
 - b. Six members representing federal governmental agencies
 - c. One member representing a statewide association of county governments
 - d. One member representing a statewide association of municipal governments
 - e. Six members representing geographic information systems consortia or local governments
 - f. One member representing an Arizona Indian Tribal Nation.
 - g. One member representing a professional geospatial organization

h. One member representing the private sector

Sec. 2 Council membership shall be limited to those meeting the criteria of AGIC as follows:

a. Shall be from agencies that create, use and/or maintain data used in geographic information systems.

b. Representatives shall be appointed by the Governor. The Governor shall appoint members of the council for staggered three year terms of office, but the Governor may remove a member for cause. Vacancies shall be filled for an unexpired term in the same manner as original appointments. The Council shall annually elect a Chairperson, Vice-Chairperson and Treasurer and other officers it considers necessary.

Sec. 3 It is the responsibility of each member to be active in AGIC and to attend scheduled meetings. Council members shall attend at least 50% of all meetings called.

Sec. 4 If a vacancy in Council membership as described in Article IV occurs, the State Cartographer's Office shall contact the designating organization within 15 days of the notification of, or occurrence of, the vacancy to request that the designated organization recommend to the Governor of Arizona the appointment of a replacement.

Sec. 5 Any member may withdraw from AGIC upon giving notice in writing thereof to the Governor's Office and either the Council or the State Cartographer's Office.

Sec. 6 The Council will have the right to request a new appointment for any Council member who fails to attend meetings or refuses to participate as an active member of the Council. In addition, the Council will also have opportunity to coordinate membership in the event current members of the Council cannot fulfill their duties due to change in employment, work responsibilities, disability or death.

Article V. Officers

Sec. 1 The elected officers of AGIC shall be the Chairperson, Vice-Chairperson, Past-Chairperson and Treasurer, all of whom shall serve without compensation from AGIC.

Sec. 2 Elected officers shall assume their official duties at the end of the first Council meeting of the calendar year and shall serve a one year term, as determined by the Council. The Chairperson and Vice-Chairperson shall not be retained in office more than one consecutive term in the same office, but may reassume an office after one term out of office.

Sec. 3 Officers shall be elected by the voting members of AGIC, as hereinafter provided. Officers may be removed by a majority vote of the voting members of the Council.

Sec. 4 The Vice-Chairperson Term is one year, after such the position transitions to the Chairperson office with a term of one year, after such the position transitions to the Past-Chairperson which also holds a term of one year. It is therefore expected that the lineage of Chairperson be a three year commitment to the Council.

Sec. 5 In the event a member of the elected officers must resign their position prior the term end, the following procedures apply:

a. Chairperson Resignation – Upon receipt of resignation of the Chairperson, the Vice-Chairperson will assume the duties of Chairperson through the end of the term. In the event the Vice-Chairperson is not available to assume these duties, the Past-Chairperson will assume the duties as Chairperson and call a special election (consistent with Article IX) to fill the vacated Vice-Chairperson position.

- b. Vice-Chairperson Resignation – Upon receipt of resignation Vice-Chairperson, the Chairperson will recommend the Past-Chairperson to assume the duties of the Vice-Chairperson until a special election may be held (at the pleasure of the Chairperson) to fill the Vice-Chairperson position.
- c. Treasurer Resignation – upon receipt of resignation of the Treasurer, the Vice-Chairperson will represent the Council in this capacity until a special election may be held (at the pleasure of the Chairperson) to fill the elected position.

Article VI. Duties of Officers

- Sec. 1 The Chairperson shall preside at all meetings of AGIC and shall be responsible for the implementation of the Council's decisions. The Chairperson and Vice-Chairperson, or person specifically appointed in writing, including E-mail notification, by the Chairperson, is authorized to represent AGIC with other organizations.
- Sec. 2 The Vice-Chairperson will assist the Chairperson in the discharge of the Chairperson's duties as requested and, in the absence or inability of the Chairperson to act, shall perform the Chairperson's duties.
- Sec. 3 The Treasurer shall perform duties usually incumbent upon such an officer.
- Sec. 4 The Past-Chairperson shall perform duties as designated by the Chairperson.

Article VII. Committees or Subcommittees

- Sec. 1 Committees may be authorized, created, directed or dissolved by majority vote of those in attendance at a Council meeting.
- Sec. 2 The Chairperson shall appoint a Council Member to serve as Champion to each committee.
- Sec. 3 Each committee shall appoint a Committee Chair to organize the group and to act as a spokesperson representing the committee before the Council.
- Sec. 4 Committee Chairs shall be responsible for maintaining membership on the committees and shall notify the Council of any changes in membership.
- Sec. 5 Committees shall keep a record of all proceedings and provide a copy to the Arizona State Land Department (ASLD), the Committee chair shall be responsible to ensure documentation are provided to the ASLD.

Article VIII. Meetings

- Sec. 1 It is the intent of these bylaws to schedule meetings on a regular basis.
- Sec. 2 Council meeting will be held at least quarterly at a time and location selected by the officers. Unofficial notice of meeting shall be sent to Council members 7 days before meeting. Official notice as provided by A.R.S. 38-431.02 shall be provided to Council members at least 24 hours prior to the meeting.
- Sec. 3 Additional meetings of the Council may be called by the Chairperson with at least a 24 hour notice of the meeting to discuss and take action on critical issues.
- Sec. 4 Committees shall meet, discuss, study and/or resolve assigned issues as needed to carry out the business of AGIC. Committees shall meet at least quarterly. These meetings may be in connection with Council meeting. If physical presence is not feasible, telephonic communications shall substitute for a group meeting.

Sec. 5 The Chairperson may call meetings of Committee Chairs to obtain progress reports to be presented to the Council.

Article IX. Nomination and Election of Officers

Sec. 1 There shall be an Elections/Nominating Committee appointed by the Chairperson to create a list of nominees for election of officers and to conduct the AGIC election process.

Sec. 2 Members who desire to serve as officers of AGIC shall give their names and resumes, biographic or other appropriate information to the Elections/Nominating Committee as candidates.

Sec. 3 Each voting member of the Council has one vote for each officer.

Sec. 4 The Elections/Nominating Committee will tally the results of the election, notify the newly elected and incumbent officers and announce the results to the Council.

Sec. 5 Elections shall be conducted by open vote of the Council, with officers selected by a majority of votes cast.

Sec. 6 The Vice-Chairperson will ascend to the office of Chairperson at the end of the Chairperson's term and a new Vice-Chairperson will be elected to fill the vacancy.

Article X. Administration

Sec. 1 AGIC shall be administered by its elected officers.

Sec. 2 The Arizona State Land Department shall keep the official current and complete books and records of the decisions, actions and obligations of AGIC. The State Cartographer's Office shall coordinate, meeting notices and locations and shall keep a record of names and addresses of the members of the Council. All books and records may be inspected by any member of the Council for good purposes at a reasonable time and location.

Sec. 3 Nothing in these bylaws is intended to restrict AGIC from the sponsoring of or collection of fees from meetings, conferences, workshops, seminars or symposia or sharing of Geographic Information related to the State of Arizona.

Article XI. Dissolution of AGIC

Sec. 1 In the event the Council is dissolved, the Arizona State Land Department will be responsible for the books, records and distribution of any other assets to the Voting Member Agencies the Council as soon as practical.

Article XII. Quorum and Amendment of By-Laws

Sec. 1 A Quorum is established when more than one-half of the members of the Council, exclusive of vacancies, are present in a duly called meeting. Council members may attend telephonically and will be counted as present and toward establishment of a quorum

Sec. 2 Upon establishment of a quorum, a majority of affirmative votes by members voting on any issue will establish the AGIC decision.

Sec. 3 Power to repeal or amend these bylaws and to adopt additional By-Laws may be executed at a meeting of AGIC; provided that notice, at least 15 days prior to the meeting, has first been given to the Council. Upon establishment of a quorum, these bylaws may be amended by a 2/3 affirmative vote of Council Members voting.

Article XIII. Parliamentary Procedure

- Sec. 1 Meetings may be conducted in an informal manner by the Chairperson, but Robert's Rules of Order Newly Revised may be invoked at any time by a majority vote of the members present.

Article XIV. Obligations and Expenses

- Sec. 1 It is the intent of these By-Laws to set a basis for cooperation between member agencies.
- Sec. 2 All Council members will cooperate with the Arizona State Land Department in efforts to develop funding for AGIC activities, and are expected to assume a leadership role in obtaining funds committed to AGIC by their organizations, including annual dues or any other funds to which their organizations have committed.
- Sec. 3 All obligations and expenses for participation in AGIC shall be borne by each Council member's agency or organization.
- Sec. 4 All funds will be deposited with the Arizona State Land Department in a Special Fund established specifically for the purposes of this Council.
- Sec. 5 Funds collected from member agencies must be deposited within 90 days of issuance of a Bill for Collection from the Arizona State Land Department.
- Sec. 6 The Council shall authorize all expenditures.
- Sec. 7 Each Council member agency shall pay a minimum of \$100 in annual dues for each year of operation.

Article XV. Terminology and Definitions

- Sec. 1 All references to Fiscal Year relate to the Arizona State Fiscal Year; July 1, through June 30, inclusively.